

# **Brookwood Memorial Halls**

*Registered charity number 304981*

## **Report for the year ending 31st December 2009**

The Halls are managed by committee constituted under a Deed of Trust dated 20th February 1950 for the benefit of all inhabitants of the Village of Brookwood. The Management Committee is appointed annually in April comprising 4 members elected by qualifying inhabitants and up to 14 members representing recognised Village organisations. A further 6 members may be co-opted by the Management Committee to represent other local interests. All Management Committee members serve for a year from the date of the Annual General Meeting at which they are appointed. Co-opted members serve until the AGM following their co-option. The Management Committee throughout the year comprised Mr. J. Thornton (Chairman), Mrs. J. Gable (Secretary), Mr. A. Male (Treasurer), Mrs. M. Cook, Mr. A. Gray, Mrs. K. Lopez, Mrs. M. Mealin and Mrs. J. Stone (who also acts as voluntary Lettings Agent). The Hall's banker is the Charities Aid Foundation, West Malling, Kent. The Management Committee has established a policy to maintain financial reserves adequate to sustain the Halls' financial solvency in the event that the Halls became unlettable for a year, calculated as the average annual regular expenses measured over the three preceding financial years. The Committee estimate that a year would likely be the maximum period required to render the Halls fully lettable again after major insured damage. The Committee reviews this policy annually. The reserves policy was met throughout the year.

During 2009 we renovated the Large Hall woodblock flooring and replaced its large windows with double glazed units, thanks to a grant from SITA Trust. We are currently engaged in a project to renew the kitchen of the Small Hall and to improve storage arrangements. The Halls have continued to be very well utilised by all sections of our community, and our finances remain in good shape under close management of our ever-rising expenses. The annual Remembrance Service was well attended once again by a large cross section of our community. We are developing proposals to collate and present information on the history of the Halls, and in particular on those who died on our behalf, collected by the Scouts and presented so movingly at recent Services. We would welcome contributions of information, photographs or ideas toward this.

We continue to rely upon the support and engagement of our community to help provide and improve the Halls as a valued amenity, accessible to all our hirers at reasonable costs. Without their continuing efforts, we may in future have to employ professional contractors more often, with resultant increased costs and hire charges. Spreading the burden of occasional sundry tasks to local volunteers would provide welcome relief to our Committee members, and I appeal to friends of the Halls to contact me for further information.

John Thornton, Chairman

On behalf of the Management Committee, Brookwood Memorial Halls

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